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ABSTRACT

This book provides a framework of technology skills that can be used for staff development. Part One presents critical components of effective staff development. Part Two describes the basic CODE 77 skills, including basic computer operation, file management, time management, word processing, network and Internet use, graphics and digital images, student assessment, spreadsheets, databases, hypermedia/presentation software, and ethical use. Part Three covers Internet skills for teachers, including Internet basics, e-mail, the World Wide Web, search tools and evaluation strategies, newsgroups and mailing lists, using files, real-time technologies, Web page construction, learning opportunities using the Internet, and current issues surrounding Internet use in K-12 schools. Part Four discusses the advanced CODE 77 rubrics, including instructional software, using technology to improve student writing, information literacy skills using secondary and primary sources, modification of instructional delivery, assessment of student performance, individualization of educational programs, fostering home-school communications, adaptive technologies, professional growth and communication, and evaluation of technology use. Part Five present rubrics for leadership, including personal productivity, information systems, record keeping, data use, public relations, online research and professional development, teacher competencies, student competencies, envisioning and planning, and ethical use. Part Six addresses assessing staff development efforts in technology. The appendix contains several examples and handouts. (MES)

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